DATA ADMINISTRATOR
DEPARTMENT OF TRANSPORTATION
TRANSIT DIVISION - VEHICLE MAINTENANCE SECTION
Hourly Rate Range: $23.43 - $28.33
Job Announcement: 06AB5974
OPEN: 4/3/06   CLOSE: 4/24/06

WHO MAY APPLY: This position is open to the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **201 S. Jackson Street, MS KSC-TR-0419, Seattle, WA 98104** or hand-delivered to the Career and Employment Center at 201 S. Jackson Street, Floor 1A. Application materials must be received **by 4:00 p.m. on the closing date**. (Postmarks are NOT ACCEPTED.) Contact Adrienne Bunney at (206) 684-1087 or adrienne.bunney@metrokc.gov for further inquiries. *PLEASE NOTE:* Applications not received at the location specified above will not be processed**.**

FORMS AND MATERIALS REQUIRED: A King County application form and data sheet, answers to the attached supplemental questionnaire, resume, and letter of interest detailing your background and describing how you meet or exceed the requirements, are required.

WORK LOCATION: This position will be located at King Street Center in downtown Seattle and/or at the Component Supply Center in Tukwila.

WORK SCHEDULE: This position is subject to the provisions of the Fair Labor Standards Act, and is overtime eligible. This is a full-time position on dayshift Monday through Friday.

PRIMARY JOB DUTIES INCLUDE: The Data Administrator maintains and coordinates various functions associated with key information systems in support of the three work groups – Inventory Management, Materials Management; and Metro Audit Services, the Internal Audit arm of Metro Transit. The Data Administrator provides critical data collection, data capture, data analysis and data reporting functions to facilitate purchasing decisions, enhance inventory controls, develop and monitor spending, usage and accuracy trends; and to process proprietary and sensitive information for Metro Audit Services. The Data Administrator will coordinate data and information for the supply chain system of transit parts; and will design and maintain internal databases for all three work groups noted above; and carry out transaction processing, data query, and data extraction and translation from the mainframe databases and systems. The Data Administrator will import and merge mainframe data to internally developed databases and applications; and then develop reports and conduct analysis to support purchasing, inventory, and audit planning and decision-making. Additional duties include:

- Extract information from IBIS, M5, and internally developed databases, create and update databases of extracted data and merge the data to create reports, track and analyze trends, usage, and costs. Perform database development and maintenance of an automated information reporting systems which routinely involves data importation, data analysis and data interpretation.
- Compile and construct inventory reports for each location, project future stock levels based on usage for each location, analyze zero stock outs and reason for stock out, and suggest procedural improvements.
- Create reports to monitor and track zero stock and emergency orders.

- Perform systems analysis to validate policies and procedures, create small databases for internal usage by various locations, provide real time access to information, and support other improvements.
- Gather data analysis in order to predict trends related to material expenditures, labor expenditures, parts availability, ordering lead time, and new part inventory levels versus corresponding rebuilt parts levels
- Track data related to manufacturing such as rebuild parts costs versus corresponding new parts costs, compile requests to rebuild parts from inventory levels and part usage history, and track the filling of requests for rebuilt parts.
- Support Inventory Management and Materials Management work units' forecasting, planning, stock levels, surplus management, purchasing patterns and purchasing decisions.
- Build reports for stockouts to track out of stock items, prepare reports, research reasons behind stock outs, expedite orders for out of stock items, place items in a planned zero stock status.
- Build lists for ordering parts associated with projects like the retrofit, assigning special part numbers to reserve parts for projects. Monitor supply availability for project parts. Prepare reports to track expenditures and progress of parts for projects.
- Establish and build various reports for cycle counts. Research and report reasons for discrepancies, monitor trends.
- Create general inventory management reports. Capture data and generate reports for management upon request.
- Analyze internally and externally generated data to facilitate audit analysis and support internal audit projects.

QUALIFICATIONS:
- Ability to develop and run inventory and procurement reports, and audit analysis using SQL and/or similar query language tools. Demonstrable qualification in Crystal Report Writer functional at an intermediate level of skill is preferred.
- Demonstrable proficiency in database (MS Access), spreadsheet (MS Excel), word processing (MS Word), and reporting programs such as Visio, Visual Basic for Applications (VBA) programs, and SQL query tools.
- Ability to maintain strict confidentiality in the handling of confidential, proprietary and sensitive data and information involving matters internal to Metro as well as external matters involving supplier, contractors and vendors.
- Excellent interpersonal and communications skills.
- Ability to provide customer service skill in person and via telephone to a diverse range of individuals.
- Analytical, troubleshooting, and problem solving skills.
- Skill in prioritizing workload and adapting to changes in workload demand.
- Skill in following oral and written instructions and ability to follow through on assignments.
- Skill in conducting research on a specific work assignment.
- Skill in interpreting facts, drawing conclusions, devising solutions and presenting data.
- Knowledge of proper English grammar, usage and spelling.
- Skill in using application tools and databases to solve problems.
- Ability to work under minimal supervision and exercise independent judgment.
- Ability to create users manuals and train end users.
- Possession of a valid Washington State driver's license for required travel between Transit locations.

DESIRABLE QUALIFICATION:
- Familiarity with the major systems used by Transit Vehicle Maintenance such as Oracle 11i for purchasing and vendor data and M5 for inventory usage, quantities, and values.

SELECTION PROCESS: Applicants will be screened based upon the clarity, completeness, and content of their application materials. Select applicants may be invited to participate in a written exam that will include examples of situations encountered by this position. A selection panel will interview the most competitive candidates who have passed the exam. The most competitive candidate(s) may be invited to a final interview. Final selection will be subject to acceptable employment references. Hiring officials may contact the applicants' current and former supervisors, co-workers, subordinates, and /or customers to conduct reference checks; and may review the applicants' work record, performance appraisals, and personnel files.

UNION MEMBERSHIP: This position is represented by I.F.P.T.E., Local 17 – Professional and Technical.

CLASS CODE: 2131200

SUPPLEMENTAL QUESTIONNAIRE

The following questions address important elements of this position, and the information you provide will help determine your eligibility for further consideration. Please limit your responses to no more than one typed page per question. Attach all sheets to your application materials.

1. Please discuss in detail how your education, experience, training and work experience have prepared you for this position.

2. Describe your experience with computer-based inventory and supply chain management systems. Be specific and identify the jobs and job assignments in which you gained this experience.

3. Describe your experience in electronic data collection, querying, extraction, and analysis. Include in this description, the software tools you have used, the length of experience with each tool, and describe your level of proficiency with each tool used.

4. Please describe the most challenging issues and/or tasks you have encountered in developing reports from an electronic management information system. Explain what you did to meet the challenges and complete the tasks, and describe the setting in which you did this work.